



Office Assistant

City of Ilwaco seeks part-time, customer service-oriented Office Assistant. Responsibilities will include, but are not limited to, answering phones, filing, assisting with utility billing and processing payments. Eligible candidates will possess a positive attitude, ability to multi-task and solid computer skills. **Applications are available at www.ilwaco-wa.gov and can be mailed or submitted in person at Ilwaco City Hall.**

City of Ilwaco- Office Assistant Job Description

FSLA Designation: Hourly

General Statement of Duties:

Performs routine clerical, secretarial and administrative work including answering phones, receiving the public, providing customer assistance, maintaining files and records, cashiering, and data processing.

Classification Summary

The principal function of an employee in this class is to assist the Clerk in administration of the City Hall operations. The work is performed under the general direction of the Clerk and Treasurer, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

Essential Duties and Responsibilities (Duties are illustrative and not inclusive and may vary with individual assignment.)

- Coordinates office operations. Orders and maintains office supplies. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, and facilities.
- Serves as cashier including receipting of utility payments and various other payments, and posting monies to appropriate accounts.
- Assists with preparation of agendas and supporting materials; assists with distribution of minutes and reports.
- Inputs and maintains various databases.
- Schedules appointments and answers central telephone system.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Operates office machines as required.
- Assists in setting up, closing and amending utility accounts.
- Assists with preparation and monitoring of work orders.
- Receives, stamps, and distributes incoming mail. Processes outgoing mail.

Other Duties and Responsibilities

- Provides backup to Clerk.
- Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Prepares and maintains inventory for department.

Desired Minimum Qualifications

Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly

responsible related experience, or any equivalent combination of related education and experience. A bachelor degree or some higher education in a business or administrative field is preferred.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers and applications; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices;
- Capable of performing cashier duties accurately;
- Effectively able to meet and deal with the public;
- Able to communicate well verbally and in writing;
- Capable of multi-tasking
- Establish and maintain effective working relationships with other City employees, the Mayor and Council

Tools and Equipment Used

Phone; personal computer; copy machine; postage machine; fax machine; 10-key calculator.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Date: _____
Employee

Signature: _____ Date: _____
Appointing Authority